

THRU : Chief, Records Center Section
: Chief, Records Management Branch, MIS
Chief, Records Disposition Section

15 February 1954

Records Control Schedule for the Office of General Services

1. The Records Control Schedule for the Office of General Services has been divided and distributed as follows:

a. Responsibility for items 11 through 23.4 for the Printing and Reproduction Division transferred to [] of the Logistics Office.

b. Responsibility for items 24 through 39 for the Space, Maintenance and Facilities Division transferred to [] of the Logistics Office.

c. Responsibility for items 55 through 65 for the [] transferred to [] of the Logistics Office.

d. Responsibility for items 66 through 127 for the [] transferred to [] of the Comptroller Office.

e. Responsibility for items 1 through 10 and 40 through 54 will be retained in this office.

2. Records disposal authorities developed in connection with the preparation of this schedule are still applicable. You should, however, contact the records officer of the gaining office prior to destruction of records covered by the schedule.

MIS/

